

**Handout 5-1: Essential Elements of Information (EEI) Worksheet**

<b>Incident:</b>
<b>Requirement</b> (what information do I need)
<b>Decision</b> (what decision will this information support)
<b>Decisionmaker</b> (who needs the information to make an incident-related decision)
<b>Stakeholders</b> (who else may need this information)
<b>Limitations</b> (dissemination, handling or storage restrictions for the information)
<b>Source</b> (where will I get this information)
<b>Collector</b> (Who will collect this information)
<b>Frequency</b> (how often do I need to update/ disseminate this information)
<b>Notes</b>